

Minutes of the January 9, 2017 Meeting of the Oconee County Library Board of Trustees
4:30 p.m. Watkinsville

Present: Robert Wyatt, Adam Cain, Mark Campbell, Deann Craft, Susan Curtis, Mike Eddy, Rhea Hébert, Penny Mills, Lorena Gay-Griffin and Val Bell

Chairman Robert Wyatt determined that a quorum was present and called the meeting to order at 4:30. Robert asked for approval of the October meeting minutes. Mark moved to approve them, Mike seconded the motion. The minutes were approved unanimously.

Rhea was pleased to announce that the first meeting of the Bogart Building Committee occurred in November. The RFP was posted in December. She distributed an invitation to the *Tales on a Winter Night* series of storytelling programs which are funded by a Vibrant Community Grant. She noted that the first program was well received. Rhea explained that 74 pairs of gloves and 67 hats were donated by Watkinsville Library patrons over the holidays. These items along with nonperishable food donations were delivered to ACTS.

Rhea reported that she has moved some furniture to better highlight the adult audio books collection. She was pleased with the carpet and upholstery cleaning that was undertaken during the Christmas closing. She drew our attention to the new colorful logo for the Library.

The Friends of the Library group expects to have a memorial bench for Leslie Maggiore installed later in January. The Friends purchased a 5-tier flat file for poster and display material storage and a charging station for phones and other electronic devices.

Lorena explained the We Want You Back campaign. A letter will go out in February to patrons who owe \$50 or more in fines offering to cut their fines in half. While the Regional Library is covering the bulk of the cost, each branch library will need to contribute \$150 for printing and postage since the estimated cost of the campaign is \$3,750. There are over 8,000 patrons who are eligible for this offer. Their fines total over one million dollars. If the Library System can recoup even \$5-6,000 it will consider the effort a success.

Lorena reminded the Board that Hot Dog Day at the State Capitol will be February 8th and space is available in a van that will travel to Atlanta for this event. The Library System is offering a Trustee Training program on February 15th between 5:15 and 7:15. This program will be conducted by Jessica Everingham, Deputy Georgia State Librarian, and will include a light dinner. Board members are asked to RSVP to Lisa Moncrief.

The Teacher's Retirement System of Georgia is raising the employer contribution from 14.27% to 16.81%. The increase to the wages/benefits line item for the Oconee County Library will be \$5,105.57 per year.

Lorena announced that the Shareables collection is now available for checkout from any branch. The collection includes ukuleles, drums, weaving looms, jewelry-making hand tools, electronics kits and science exploratory kits for elementary-age children.

Lorena noted that the Winterville Library is moving to the upstairs of the Winterville Community Center. This move will not be expensive.

The ALA Mid-Winter Conference will be in Atlanta January 21-22 at the Georgia World Conference Center. Let Lisa Moncrief know if you would like a place on the bus transporting library staff from Athens.

Penny announced that the Watkinsville Friends book sale will take place February 2nd-4th. The Bogart Friends Group had to close their store due to construction.

Val reported that the deadline to respond to the Bogart construction RFP is January 23rd. There may need to be a second RFP for an architect. She is concerned that no one has expressed an interest in submitting. Mike suggested that Val make certain the RFP appears on the Board of Commissioners website and that it is mailed directly to parties that may be interested.

Under New Business Robert said that an increase in operating funds will be requested from the City of Bogart. Rhea stated that her budget is ready for review.

Penny noted that the new County Commission is trying to be more transparent in its work. The Commission has had a couple of open working sessions and will host a Town Hall Meeting on January 10th at the Veteran's Park at 6:00 p.m.

Mark Campbell, chair of the Intellectual Freedom Committee, reported that a patron challenged the book *How to Draw Manga*. The Committee reviewed the title and recommended that it be transferred from the Young Adult section to the Adult section of the Library.

Robert called for a motion to adjourn. Penny moved and Adam seconded. The meeting adjourned at 5:00 p.m.

Respectfully submitted,

Susan Curtis

DRAFT

Minutes of the April 10, 2017 Meeting of the Oconee County Library Board of Trustees

4:30 p.m. Bogart

Present: Robert Wyatt, Donna Butler, Adam Cain, Deann Craft, Susan Curtis, Mike Eddy, Laura French, Penny Mills, Rubielen Norris, Susan Winstead, Lorena Gay-Griffin and Val Bell

Chairman Robert Wyatt determined that a quorum was present and called the meeting to order at 4:35. Robert welcomed the new members, Laura French and Susan Winstead. Laura is an attorney who recently moved to Oconee County from Conyers. Susan is a teacher at Malcolm Bridge Middle School. Robert noted that there are two committee openings. He will appoint each of the new members to one committee.

Robert asked for approval of the January meeting minutes. Mike moved to approve them, Adam seconded the motion. The minutes were approved unanimously.

Donna gave the Branch Manager's Report in Rhea's absence. She noted how well the programs underwritten by the Vibrant Communities grant were received. Planning is underway for the summer reading program. In addition to the traditional programs for children the Bogart Library will experiment with a program for senior citizens featuring art and memoir writing. Donna mentioned that she is interested in tracking the number of books, CDs and other items that transit among the PINES libraries. She feels this resource sharing needs more promotion. Robert added that the parent who complained about a book in the Young Adult section of the Oconee Library entitled *How to Draw Manga* is satisfied with its placement in the adult section. Chuck Horton, a Board of Commissioners member, recently spent a half-hour in the Watkinsville Library observing operations and learning more about the collection.

Robert began the Regional Library report by announcing that Garland Construction was selected for the Bogart addition. Two architects will be making presentations to the review committee tomorrow. Lorena reported that the We Want You Back campaign had moderate financial success and earned the library goodwill. She also noted that e-book use continues to climb as more people have devices that enable them to read these selections. Many people come into the libraries to use the Wi-Fi. The Watkinsville Library book circulation number continues to grow contrary to the national trend. Lorena concluded by noting that the Regional Library is coming in under budget at this point in the fiscal year. Robert noted that he sent a letter to the *Oconee Enterprise* regarding National Library Week and mentioning recent progress on expansion and renovation of the Bogart Library.

While Penny had not yet arrived to give the Watkinsville Friends report, Robert mentioned that the bench in honor of Leslie Maggiore was installed and pine straw spread around the area. A dedication ceremony will take place on April 23rd. There was no activity in the Bogart Friends group due to the sewer construction downtown.

Val spoke about the status of the new addition for the Bogart library. While she was initially concerned that there were only three responses to the RFP she is pleased that Milton Garland was chosen for the construction manager at risk since he is local and has completed several community buildings in

Watkinsville. The addition will bring the total space to 10,000 square feet. Robert, Val, Lorena, Kathie Ames, Mark Campbell and Mark Thomas comprise the committee that has chosen the construction manager at risk and architect.

Val asked that the Trustees By-laws be reviewed to make certain that they specify who appoints whom, for how long, and how to handle resignations. Robert noted that the by-laws were revised in April 2015, but he will convene the committee if it appears that they need revision.

Robert reported that the Finance Committee met. The Board of Commissioners, the Board of Education and the Town of Watkinsville are being asked to increase their funding. The Town of Bogart did not, despite the fact that their library is undergoing renovation with a sizeable addition. There is a \$28,503 shortfall. This is due to a 3% salary increase, a new part-time position in Bogart and another in Watkinsville, as well as mandated contributions to retirement accounts. Letters have gone out to each funding agency asking for a 4-6% increase in allocation. Rubielen will represent the Library at the upcoming Board of Commissioners meeting where the budget will be discussed.

Penny announced that the February Book sale enabled the Friends group to donate \$10,000 to the Watkinsville Library.

Mike moved that the meeting be adjourned and Adam seconded the motion. The meeting adjourned at 5:15. The next meeting will be July 10th in Watkinsville.

Respectfully submitted,

Susan Curtis

Minutes of the July 10th, 2017 Meeting of the Oconee County Library Board of Trustees
4:30 p.m. Watkinsville

Present: Robert Wyatt, Donna Butler, Adam Cain, Mark Campbell, Deann Craft, Susan Curtis, Laura French, Rhea Hébert, Kimberly Lowman, Penny Mills, Rubielen Norris, Susan Winstead, Lorena Gay-Griffin, and Val Bell
Excused: Mike Eddy, Amy Perry

Chairman Robert Wyatt determined that a quorum was present and called the meeting to order at 4:33 p.m. Robert asked for approval of the April meeting minutes. Penny moved to approve them. Susan Winstead seconded. The minutes were approved unanimously.

Rhea highlighted the success of the summer reading programs in her Branch Manager's report. She noted that, despite holding the large Wednesday morning events in the Civic Center or Veterans Park facilities, the library is busy throughout the week. She noted that the shelves of the Easy Readers portion of the children's section of the library look like grocery store bread shelves when snow is predicted. Some families check out the maximum number of items per child. Rhea also drew our attention to the art board which is now installed between the library and the Post Office. The current art board is called "House of Celebration" by Kemp Mooney..

Lorena gave an encouraging report for the Regional Library. Circulation numbers are strong. Due to some resignations only 91% of the budget has been spent. This means that no funds need to be transferred from the reserve. The proposed budget for FY 18 enables the Bogart and Watkinsville libraries to hire one part-time person each as well as give all staff a 1.5 % raise due to increases in revenue from funding agencies. Fifty responses were received to the survey regarding the Bogart Library expansion. These together with two focus groups that met with the project architect, the builder and library administration has helped flesh out the vision for the expansion. Lorena invited everyone to the Staff Development Day which will be held November 8th. The theme is "Build a Better Library" and will guide staff in carrying out the mission of libraries to engage communities and exceed expectations. Lorena shared the new brochure which features the recently adopted logo and shows where all the libraries in the system are located and their hours.

Val spoke about her emphasis on organization values. She will be distributing two surveys in the coming months which will ask recipients to select the words which best describe the characteristics to which the library staff should aspire.

Donna described the plans that the Bogart Friends of the Library have for a Mini Festival on August 5th between 10 a.m. and 2 p.m. in the Friends bookstore. Lunch will be provided and it is hoped that book sales will be strong.

Penny reported that the Watkinsville Friends group hosted a Family Fun Day to kick off the summer reading program. Between 600 and 700 people attended. It included a petting zoo, crafts, and a demonstration by the Athens Clean and Beautiful organization. The Friends group

Minutes of the October 16th, 2017 Meeting of the Oconee County Library Board of Trustees
4:30 p.m. Bogart

Present: Robert Wyatt, Donna Butler, Adam Cain, Mark Campbell, Deann Craft, Susan Curtis, Mike Eddy, Laura French, Rhea Hèbert, Amy Perry, Susan Winstead, Lorena Gay-Griffin and Val Bell

Excused: Penny Mills

Chairman Robert Wyatt determined that a quorum was present and called the meeting to order at 4:35 p.m. Robert asked for approval of the July meeting minutes. Adam moved to approve them. Laura seconded. The minutes were approved unanimously.

Rhea spoke about the notices that the library has received in various publications including a story in the *Oconee Enterprise* on the End Gun Violence Quilt on display in the Oconee Library, and ads in the *State of Our Schools* and *Athens-Oconee Parent Magazine*.

Staff turnover is a recurring challenge. Donna regrets the loss of Jennifer Innes, but the Library is now fully staffed. The Oconee Library lost its Young Adult Librarian because the salary (just \$9.00 per hour) is not competitive. It takes three to four months to train a new person to work the Circulation Desk because they have to know much more than just how to check out materials.

Donna reported on the Bogart Friends of the Library group. They have reopened their bookstore, but with shortened hours on Saturdays. The Friends will help with the Trunk or Treat Event on October 31st. In Penny's absence Robert reported that the Oconee Library Friends Group made a little over \$20,000 during their recent book sale.

Robert presented the recommended slate of new officers proposed by the Nominating Committee, which included Penny Mills, Mark Campbell, and Susan Curtis. The nominees are Robert Wyatt for Chair, Mark Campbell for Vice Chair, and Susan Curtis for Secretary. Adam moved to approve. Mike seconded. The slate was accepted by acclamation.

Robert explained that he will be away in early January. Mike moved that the next meeting be moved to January 22nd. Amy seconded. The change was approved unanimously.

Lorena spoke about how much everyone will miss Rhea upon her resignation at the end of the year. Rhea brought substantial experience and skill to the position. Lorena said that she hopes to fill the position by the end of the year.

Lorena also noted that the Regional Staff Training Day will take place November 8th and focus on a Values Statement for the Library. The training day will also familiarize staff with the web version of the PINES catalog, which will debut in January.

Spending is on target for this point in the year. Lorena is holding some funds back from the Bogart materials budget so that these funds can be returned to Bogart for an opening day collection when the building addition is completed.

Val reported that Chad Smith has submitted preliminary plans for the Bogart expansion. There will be a meeting with Chad and Milton Garland soon. Val is anxious to resolve any issues with the existing building that should be addressed at this time, including the roof and utility lines. The tentative date for groundbreaking is set for March.

Val said she expects to post Rhea's position tomorrow with a base salary of \$52,000 subject to experience. Ideally the new person will overlap with Rhea for a week or so before she leaves.

Mike motioned for the meeting to adjourn. Adam seconded. The meeting adjourned at 5:15.

Respectfully submitted,

Susan Curtis